

RECRUITMENT RULES

**Supplement to the Gazette No. 26 of the
26th June 2012**

Published by Authority of Government of Puducherry

Price : ₹ 4.00

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF INFORMATION TECHNOLOGY
(G. O. Ms. No. 2/DIT/2012-13, dated 12th June 2012)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No. F.5/4/65-GP, dated 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi and in supersession of the notification issued in G.O. Ms. No. 53/90/F5, dated 25th July 1990 published in the Supplement to the Gazette No.32, dated 7th August 1990, save as respects things done or omitted to be done before such supersession, the Lieutenant-Governor, Puducherry hereby makes the following rules regulating the method of recruitment to the post of Data Entry Operator in the Government of Puducherry, namely:—

1. *Short title and commencement.*— (i) These rules may be called the Government of Puducherry, Data Entry Operator Recruitment Rules, 2012.

(ii) They shall come into force on and from the date of their publication in the official gazette.

2. *Number of post, its classification and Pay Band with Grade Pay/Pay Scale.*— The number of the said post, its classification and pay band with grade pay/pay scale attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. *Method of recruitment, age-limit and other qualifications.*— The method of recruitment to the said post, age-limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (14) of the said Schedule.

4. *Disqualifications.*— No person,—

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post :

Provided that the Lieutenant-Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*—Where the Lieutenant-Governor is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Savings.*—Nothing in these rules shall affect the reservations, relaxations in upper age-limit and other concessions required to be provided for the scheduled castes, the scheduled tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF DATA ENTRY OPERATOR

1. Name of the post	: Data Entry Operator
2. Number of posts	: 54 (Fifty-four only) [2012] Subject to variation dependent on work-load.
3. Classification	: General Central Services–Group ‘C’ Non-Gazetted—Non-Ministerial.
4. Pay Band and Grade Pay/Pay Scale	: Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 2,800
5. Whether selection post or non-selection post	: Not applicable
6. Age-limit for direct recruits	: Between 18 and 30 years (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government, provided such Government servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the post for which selection is made).
<p><i>Note :</i> (1) In the case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.</p> <p>(2) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications.</p>	
7. Educational and other Qualifications required for direct recruits.	<p>(i) A Degree in Computer Science/Computer Applications/ Information Technology from a recognised University (or) Any Degree with one year Diploma in Computer Science/Computer Applications/Information Technology from a recognised University/Institution.</p> <p>(ii) Speed of 8000 depressions per hour.</p> <p>(iii) A pass in the Skill Test to be conducted by the Recruitment Committee.</p>
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	: Not applicable

9. Period of probation, if any : Two years
10. Method of recruitment whether by direct recruitment : By direct recruitment
or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods. *Note : Vacancies caused by the incumbents being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officials of Puducherry Administration—*
(a) (i) Holding analogous posts on regular basis;
(or)
(ii) with 5 years service in posts in Pay Band-1 ₹ 5,200-20,200 with Grade Pay ₹ 2,400; and
(b) Possessing the qualifications prescribed for direct recruits under column (7).
11. In case of recruitment by promotion/deputation/ : Not applicable
absorption, grades from which promotion/
deputation/absorption to be made.
12. If a Departmental Promotion Committee exists, : *Group 'C' Departmental Promotion Committee (for
what is its composition ? considering cases of confirmation)/Recruitment Committee
consisting of:—*
(1) Secretary in-charge of the subject of . . . Chairman
Information Technology.
(2) Joint/Deputy/Under Secretary . . . Member
(Information Technology).
(3) Director (Information Technology) . . . Member
13. Circumstances in which Union Public Service : Not applicable
Commission is to be consulted in making recruitment.

(By order of the Lieutenant-Governor)

L. KUMAR,
Joint Secretary to Government (I.T.).